



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office

1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1753
FAX: (501) 682-5104
www.arkansas.gov/dfa

MEMORANDUM

TO: State Agency Directors, Boards, Commissions, and Presidents/Chancellors of State Supported Institutions of Higher Education Utilizing Salary Administration Grids

FROM: ^{KAT} Kay Barnhill Terry, Administrator
Office of Personnel Management

SUBJECT: Salary Administration Grid Reporting

DATE: June 18, 2012

The Office of Personnel Management (OPM) has developed the attached spreadsheet to ensure consistent statewide reporting for all agencies/institutions that have approved salary grids. The Personnel Committee of the Legislative Council has requested that OPM provide additional information on the cost of salary adjustments.

OPM has reported all salary adjustments up to June 1, 2012. This form should be completed and forwarded to OPM to report any salary adjustments after that date. OPM will compile all reports and submit to the Bureau of Legislative Research for review by the Uniform Personnel Classification and Compensation Plan Subcommittee on a monthly basis. Agencies will no longer need to submit these reports directly to Legislative Council.

Please submit your completed forms to OPM by the fifth of each month. These should be sent to your DFA State Personnel Analyst and copied to Diana Camp at Diana.Camp@dfa.arkansas.gov.

If you have any questions, please do not hesitate to contact me at 682-5077 or Kay.Terry@dfa.arkansas.gov.